

Wisconsin Department of Safety and Professional Services

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Madison, WI 53705
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LicensE Portal: [License.wi.gov](https://license.wi.gov)
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Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

COMMERCIAL BUILDING INSPECTOR CERTIFICATION APPLICATION INFORMATION

Requirements for Credential

Per [Wis. Admin. Code § 305.61](#), a person who holds a certification issued by the Department as a certified Commercial Building Inspector may conduct inspections of public buildings and places of employment for the purpose of administering and enforcing the Commercial Building Code, [Wis. Admin. Code chs. SPS 361-366](#), and [Wis. Admin. Code chs. SPS 375-379](#).

A person who inspects public buildings and places of employment as a certified Commercial Building Inspector shall:

- Maintain a record of the inspections made including the dates and the findings of the inspections;
- Provide a copy of the inspection report to the owner of the property or his or her agent;
- Make available to the Department upon request his or her inspection records.

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

A person may obtain a credential as a certified Commercial Building Inspector by **one** of the following categories:

A. Examination - Taking and passing the Commercial Building Inspector certification examination.

1. **Application and Fees**: Apply and pay fees online in LicensE, <https://license.wi.gov>. Fees will be calculated in LicensE. If needed, you can save your application and complete and submit it later. **NOTE**: If DSPPS requests additional documents they must be uploaded within three (3) months from the date they were requested. Failure to do so may result in having to submit a new application and pay fees.
2. **Examination**: You will be made eligible to test after your application has been submitted and reviewed. If additional documents are required you will be made eligible to test after all documentation has been received and reviewed. A communication will be sent once you are made eligible to test. Please check your "junk" or "spam" email folders. You can also check the status of your application by entering your Preliminary Application Number (PAR) at <https://license.wi.gov/s/application-status-lookup>. If you fail an exam, you must login to License, <https://license.wi.gov>, and pay another exam fee.

B. Proof of Current Registration/Certification - Submitting evidence of holding a current registration/certification.

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2. **Current Registration/Certification**: **Upload** a copy of a certification from the International Code Council (ICC) or a Wisconsin registration from the list below:
 - Commercial Combination Inspector (ICC)
 - Building Inspector (ICC)
 - Combination Plan Examiner (ICC)
 - Commercial Building Inspector and Commercial Mechanical Inspector (ICC)
 - Building Plan Examiner and Mechanical Plan Examiner (ICC)
 - WI Architect Registration
 - WI Engineer Registration